



## Sick Child Policy

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## Sick Child Policy

All Illnesses, Accidents, Incidents, Dangerous Occurrences and Hazards must be reported in line with Autism Bedfordshire's policies.

### If a child becomes unwell whilst at one of the groups:

- The child will be assessed by the assigned First-Aider/s or the Senior Team Leader and Team Leader/s.
- If the parent, guardian or carers are on site the Senior Team Leader and Team Leader/s should explain that their child is unwell, and let them know the symptoms and ask them to remove their child.
- If the parent, guardian or carers are off site the assigned First-Aider/s or the Senior Team Leader and Team Leader/s should make contact.
- The child should be supervised by the assigned First-Aider/s or the Senior Team Leader and Team Leader/s until the parent, guardian or carers arrive.
- In cases of sickness or diarrhea provide to the parents the Health Protection Agency policy of a 48 hour period before any return.
- In cases of sickness and diarrhea, staff to explain to collecting parent, guardian or carers that another child has been taken ill. In order to protect child confidentiality only symptoms will be disclosed to collecting parent, guardian or carers.
- The assigned First-Aider/s or the Senior Team Leader and Team Leader/s MUST complete an Accident/Incident record providing all necessary information and notifying the Development Team and Legal Bodies as required by OFSTED and RIDDOR guidance.

### In an Emergency:

- If emergency services are required an assigned First-Aider/s or the Senior Team Leader and Team Leader/s should make IMMEDIATE contact.
- The child should be supervised by the assigned First-Aider/s or the Senior Team Leader and Team Leader/s until the parent, guardian or carers arrive.
- Other staff to keep other children away from the sick or injured child.

- The Senior Team Leader and Team Leader/s to phone parent, guardian or carers and calmly explain the situation and ask them to come to the Activity Scheme.
- If the child needs to go to hospital the child's registration, consent and profile forms must go with the child.
- Ask ambulance crew which hospital the child will be taken to.
- If unable to contact the parent, guardian or carers the Senior Team Leader and Team Leader/s MUST go with the child.
- The Senior Team Leader and Team Leader/s MUST continue trying to contact parent, guardian or carers to inform them of the situation and let them know where their child has been taken.
- The assigned First-Aider/s or the Senior Team Leader and Team Leader/s MUST complete an Accident/Incident record providing all necessary information and notifying the Development Team and Legal Bodies as required by OFSTED and RIDDOR guidance.